

Policy #2020-018

Use of the Annex by Other Clubs/Organizations

The Annex is used for meetings and educational venues only.

The Computer Club has precedence over the use of the Annex.

Room capacity is 49.

Instructions:

1. The meeting organizer / presenter / President must be a member of the Computer Club (CC).
2. To request the use of the Annex, an email must be sent to the CC President or Vice President (clubofficial@sctxcompclub.org) with a Club name, date, time, equipment needed, responsible member, etc.
3. The room usage must be approved by The President or Vice President and scheduled on the meeting calendar. A one-hour gap between meetings will be necessary.
4. The responsible member, one per visiting Club, will be given the code to the lockbox attached to the Lab door. (The lockbox contains the key to the Annex door). The key should be put back into the lockbox immediately after the door is unlocked.
5. Prior to the scheduled meeting the responsible member must meet with a CC member to go over the details of the room usage requirements. This meeting should take place no later than 1 day before the event.
6. The Annex PC and Mac and projectors can be used for the meeting after receiving instructions on their use.
7. All chairs, tables, equipment, etc. should be left as the group has set it up.
8. It is the responsibility of the group to reimburse the Computer Club for any damages to the room or loss or damage to the equipment.
9. All lights turned off.
10. All trash must be removed from the Annex.
11. The Annex door must be locked and checked at the end of the meeting.
12. Although there are no fees to use the room or equipment, donations are welcome.
13. No alcoholic beverages are allowed in the Annex.
14. The CC can reject any room requests by a Club or organization which has failed to abide by the rules.

Policy Approval and Tracking Information

<u>Policy #2020-0XX</u>	<u>Title: Use of Annex</u>
<u>Responsible Party</u> President	<u>Frequency of Review</u> Annual

Board Approval

Signature	Title	Date

Revision Record

Rev	Date of Board Approval	Change Description
0	08/10/2020	Policy creation
1	09/13/2021	Policy Update
2		
3		
4		